

SECTION 533: EXPENDITURES FOR LEIS

1. Purpose. The purpose of this section is to describe the circumstances under which lei purchases may be charged to public funds in the State government and to describe the procedures for related approval.
2. Scope. This section applies to all lei purchases other than those made outside the scope of the Comptroller's pre-audit responsibility. Agencies outside the scope of the Comptroller's pre-audit responsibility are:
  - (a) Branches of government other than the Executive.
  - (b) Executive Branch agencies that have been explicitly removed by statute from the Comptroller's pre-audit responsibility.
3. Other Authority. This section is subordinate to any of the following that relates specifically to lei purchases:
  - (a) Rules and regulations promulgated pursuant to Chapter 91, H.R.S.
  - (b) Collective bargaining agreements.
  - (c) Policy statements of the Department of Human Resources Development on incentive and service awards ceremonies, training programs or other programs functionally assigned to that department.
4. Allowance of Lei Purchases Within Executive Branch.
  - (a) It is the intent of this policy that, within the Executive Branch, the business justification for lei purchases be fairly and equitably weighed between and among agencies.
  - (b) Typically, officers and employees of the various agencies of the Executive Branch present leis in a wide range of situations, some of which are entirely personal and some of which are entirely business. In situations that are partly personal and partly business, consistent application of this policy should be made from agency to agency to ensure that public funds are not expended for primarily personal purposes, and to ensure that officers and employees are treated alike from agency to agency with regard to the extent to which leis must be purchased from personal funds.
  - (c) In a situation that is primarily personal in nature, leis that are presented must be purchased or otherwise obtained free of charge to the State by those wishing to participate in the presentation.
5. Cost of Leis.
  - (a) For lei purchases made under "other authority" as referred to in paragraph 3 of this section, if the cost of leis is covered by such "other authority", the prescribed cost will be allowed in vouchers presented to the Comptroller for payment.

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- (b) For all other lei purchases, a specific amount is not prescribed for the cost of leis; however, the cost must not be beyond a moderate range that is appropriate to the occasion. As an outside limit, the cost should not exceed the normal cost of a double-carnation lei.
6. Source of Funding. In general, the source of funding is not a consideration in compliance with the legal and policy payment requirements. Unless specifically stated otherwise in a particular statute or policy, the policy covered in this section applies to all sources of funding.
7. Requirement for Prior Approval.
- (a) To assure that obligations for lei purchases are not incurred at variance with the policy covered in this section, agencies of the Executive Branch are required to make a request in writing to the Comptroller to obtain his signature of approval before incurring the lei purchase obligation.
  - (b) An agency's written request for prior approval of lei purchases must include:
    - (1) A brief description of the occasion for lei presentation, including the date of the occasion.
    - (2) Identification by function of the recipient of the lei.
    - (3) The dollar amount of the cost of the lei anticipated to be presented.
  - (c) An agency's written request for prior approval of lei purchases should be made early enough before the occasion for lei presentation to allow a reasonable time for written response by the Comptroller.
  - (d) The following are recognized as standing exceptions to the requirement for prior approval:
    - (1) Guest speakers at seminars sponsored by the Real Estate Commission.
    - (2) A board or commission member when sworn in or when retiring.
    - (3) Dignitaries at groundbreaking or blessing ceremonies for State projects.
    - (4) Out-of-State VIP's passing through State transportation terminals, as determined by the Department of Transportation.
    - (5) Guest speakers at agency-wide meetings.
    - (6) Guest speakers at seminars or conferences sponsored by the Department of Business, Economic Development, and Tourism.

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- (7) Department heads and deputy department heads when sworn in.
- (8) Dignitaries and guests at the annual Governor's Outstanding Volunteer Awards Ceremonies.